

27 March 1970

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Mr. [REDACTED]

[REDACTED]
it to me. I'm not certain whether you saw it.

2. My staff and I are flattered by his kind words. Mr. [REDACTED] added that he would like someone from the Office of DDS to attend the next conference with their DDS/RMO. Also we are doing the several things [REDACTED] suggests as best we can with the facilities, support, and time available.

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3. As far as the training comment goes in Paragraph 5, the Agency OTR records training is clerical oriented and its management training is psychology oriented. For ten years [REDACTED] tried in vain to add records methods to the OTR Courses. I have succeeded in addressing all the DDS Trends and Highlights and each class of Career Trainees these past 3 years. We have established our own two-day records training sessions each fall and a half day in the spring. Finally we urge Records Officers to attend any and all of the records courses at National Archives (See this year's list attached -- We sent it to our RMO'S) and the two semester American University course which has had many Agency people. We also push the RMO's to dozens of other local seminars and conferences.

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4. I too would like Training to develop two levels of sessions as he suggests which would cover actual Agency records problems and the needs of "Support Officers and Branch Chiefs". I'm appalled at their lack of knowledge of the records program available to them and influencing their every movement. The Support Officers should be qualified Records Officers -- those that aren't, can't provide full support. We can work with OTR to develop specific problem sessions and bring in NARS experts to cover general theory.

5. [REDACTED] is also on the right track when he notes in paragraph 6, that new equipment can help the offices. The professional Records Officers know this and can provide help on the subject but the Support Officers aren't dealing with them or don't have one near at hand. I also agree with his final paragraph but then, the Office of the DDS is typical of the majority of the Agency Components, everyone's interest reflects the sentiment of Top Management and the degree of the crisis effecting his immediate responsibilities.

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